



OKLAHOMA
**Office of Management
& Enterprise Services**

State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures

Tobacco-Free Environment

Effective Date of Policy: 04/01/2019	Next Scheduled Review: 03/01/2020
Effective Date of Original Policy: 08/06/2012	Policy Number: OMES - 027
Last Reviewed: 02/25/2019	Replaces Policy Number: HCM - 19
Date Policy Last Revised: 04/04/2018	
Approved: Dana Webb, as Designee of OMES Director John Budd	Approval Date: 02/25/2019

Reference: 63 O.S. § 1-1523; Executive Order 2012-01

Policy

The Office of Management and Enterprise Services (OMES) strives to eliminate all tobacco use, whether located indoors or outdoors, on any property that is owned, leased or contracted for use by OMES, as well as in all state vehicles used for OMES business.

Definitions

"**Tobacco Products**" include, but are not limited to, cigarettes, electronic cigarettes/vaporizers, pipes, smokeless tobacco and any other tobacco product.

Implementation

The use of tobacco products is prohibited throughout all indoor and outdoor areas of property that is owned, leased, loaned or under the control of OMES, including parking lots that are owned or under the control of OMES, and in any OMES vehicles.

This policy applies to all employees and patrons on State occupied properties.

OMES will identify the boundaries of its property and post this information for public reference. OMES will also provide notice of this policy and appropriate signage at all entrances to OMES properties and/or other locations as needed. The agency will also utilize printed materials and other communications regarding this policy as needed in order to educate employees and all others persons using or visiting OMES property.

OMES locations that share a building or property with other executive branch agencies or businesses will eliminate tobacco use from all indoor and outdoor locations under their control.

OMES employees and patrons shall not use tobacco products while conducting business or providing services to clients, regardless of their location.

OMES is committed to providing support to all of its employees who wish to stop using tobacco products and ensure that OMES employees and other personnel have access to assistance, including cessation medication and telephone counseling through the [Oklahoma Tobacco Helpline](https://okhelpline.com) at 800-784-8669. For more information, please visit the Oklahoma Tobacco Helpline at <https://okhelpline.com>. Supervisors are encouraged to refer employees to the Oklahoma Tobacco Helpline as appropriate.

Noncompliance by any OMES employee may result in disciplinary action up to and including termination.